

Notice to Applicants for Equivalency to the Uniform Section of Hawaii Real Estate Licensing Examination

Access this form via website at: www.hawaii.gov/hirec

To sit for the Hawaii licensing examination, you must meet all prerequisites. **The equivalency to the uniform section is not a substitute or waiver of the prelicense education requirement or any other prerequisite.** If approved, the uniform section equivalency allows you to take the state specific section of the Hawaii licensing examination only if you have also met all other prerequisites.

Examination Prerequisites:

1. You must have successfully completed the Hawaii prelicense course (either salesperson's or broker's, as appropriate) or have applied for and obtained an equivalency to the prelicense education course. The equivalency to the prelicense education course requires a separate application and fee.
2. For the broker's examination, you must have applied for and obtained a broker's experience certificate. The broker's experience certificate requires a separate application and fee.
3. You must be a United States citizen, a United States national, or an alien authorized to work in the United States.
4. You must be at least 18 years of age as of the date of the examination.

Note: Restoration applicants may not use this equivalency to take the state section only of the Hawaii real estate licensing examination. **Restoration applicants shall pass the uniform and state sections of the appropriate examination.**

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR EQUIVALENCY TO THE UNIFORM SECTION OF THE HAWAII REAL ESTATE LICENSING EXAMINATION

Applicant's Legal name: (First, Middle)		(LAST)		FOR OFFICE USE	APPROVED Initials/date	DENIED
Applicant's mailing address:					Exp. Date:	
Social Security Number:	Phone No. (days)	Level of exam for this request (circle one): SALESPERSON BROKER			Cert. Mailed:	
State in which currently licensed:		Type of license:			License Number:	

Answer all questions below:

- | | | |
|---|-----|----|
| 1. Do you have a real estate license in another state other than Hawaii? | YES | NO |
| 2. Is the license current? | YES | NO |
| 3. Have you passed the uniform portion of another state's licensing examination for the level of license circled above? | YES | NO |

If granted, this equivalency permits the applicant to take the state section only of the Hawaii real estate licensing examination, **subject to the applicant having a valid Hawaii School Completion Certificate or Prelicensing Education Equivalency Certificate.** To qualify, the applicant must have a current real estate license in another state and have passed the uniform portion of the state's licensing examination for the equivalent level of license. Restoration applicants may not use this equivalency to take the state section only of the Hawaii real estate licensing examination.

1. Complete and sign this application form. **Submit** ORIGINAL only – FAX and PHOTOCOPY will not be accepted.
2. Complete Part I of the attached Verification of License form and send the form to your state's real estate licensing agency. Have the agency return the form to you. Verification of License form must be completed and issued by the out-of-state agency not more than 6 months ago.
3. **Submit** the completed and signed application form, the completed Verification of License form, and a NONREFUNDABLE application fee of **\$25** payable to Commerce and Consumer Affairs. Mail to DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, Hawaii 96801.

Note: You also need a Hawaii School Completion Certificate or Prelicensing Education Equivalency Certificate (SEPARATE APPLICATION AND FEE) to take the exam.

Note: One of the numerous legal requirements that you must meet in order for your new license/certificate to be issued is the payment of fees as set forth in this application. You may be sent a license/certificate before the check you sent us for your required fees clears your financial institution. If the license/certificate has been issued to you before your check has cleared, and if for any reason your check is later dishonored or unpaid, then the license/certificate shall be void as if it was never issued. All actions which you may have taken using the license/certificate also shall be void, including any exams you may have taken. A \$15.00 service fee will be charged for checks which are returned by the financial institution.

4. If your application is approved and an Equivalency to Uniform Section of Examination certificate is issued to you, you may register for the examination directly with the testing company if you have also met Hawaii's prelicensing education requirement. A candidate handbook with registration and examination information will be sent to you with the certificate. The examination fee, whether a candidate takes one or both sections of the examination, is \$68. The certificate expires two years from the date issued and must be submitted with the license application.

Applicant's Certification

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application including required documents and fees. I hereby certify that the information provided in this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation (§710-1017, Hawaii Revised Statutes), and may result in denial of application, denial of license, or revocation of license. I understand that it is unlawful to file with the Real Estate Commission any document which is false and untrue or contains any material misstatement of fact. (§467-20, Hawaii Revised Statutes).

_____ Date

_____ Applicant's Signature

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REC-35 0604R

Appl 580 \$25
Service fee BCF \$15

VERIFICATION OF LICENSE -- REAL ESTATE**PART I. TO BE COMPLETED BY APPLICANT**

*INSTRUCTIONS: A. Applicant to complete information in Part I only.
B. Applicant to send this form to out-of-state licensing agency to complete Part II.
C. Upon receipt of completed form from the out-of-state agency, applicant to attach completed form to application and submit to Licensing Branch.*

Applicant's Name (First, Middle)	(LAST)	Type of License held:	
Mailing Address (Include apt. no. & zip code)		SALESPERSON	BROKER
		License Number	Date Licensed

PART II. TO BE COMPLETED BY OUT-OF-STATE LICENSING AGENCY

The above-named person is applying for a real estate exam in Hawaii. Please supply the following information, and mail this form back to the above-named person.

Circle Type of License Issued: SALESPERSON BROKER	Has disciplinary action ever been taken against the license?	YES	NO
	Are there any pending disciplinary actions?	YES	NO
	Are there any conditions currently placed on this license?	YES	NO
	If yes, please explain:		
Date Licensed	Is the license current and active? (not forfeited, escrowed, or inactive) YES NO		
If not active and current, date license expired, forfeited or placed inactive:			
Expiration Date	Who placed the license on inactive/expired status?		

- 1a) Was there a pre-license educational requirement at the time applicant was licensed? YES NO
b) If yes, what was requirement? _____ hours.
- 2 Did the person named above fulfill the pre-license educational requirement? YES NO
- 3a) Was the pre-license educational requirement or a portion of the pre-license educational requirement waived? YES NO
b) If yes, what portion of the pre-license educational requirement was waived and what was submitted in lieu of the requirement?

Requirement:

Waived due to:

_____	_____
_____	_____

- 4a) Did the applicant pass the uniform portion of the salesperson (or equivalent) examination in your state? YES NO
b) If yes, please provide the date: _____
- 5a) Did the applicant pass the uniform portion of the broker (or equivalent) examination in your state? YES NO
b) If yes, please provide the date: _____

Name of Out-of-state Agency	Signature	Date
Address of Out-of-state Agency	Name & Title	